

Message

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Sent: 11/13/2019 12:24:58 AM
To: Sams, Reeder [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7d5b479ccd894cea99ae55df20de6971-Sams, Reeder]; Morgan, Ardra [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=f6a544b2110d4e58ad3a5bd76581d35a-Morgan, Ardra]; Thomas, Russell [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=12f119e7a3ee447499f3d6ab5d20daeb-Thomas, Rus]; Hoff, Dale [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=7869a2d513614599a4b29144c3442d24-Hoff, Dale]; Gwinn, Maureen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=4bdc5237a5c440a7b664518e23eb5647-Gwinn, Maureen]; Singh, Amar V. [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=8041e55791c442909efc40030a4bb2c2-Singh, Amar]; Devito, Michael (NIH/NIEHS) [E] [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user4fc4b0cd]; Guiseppi-Elie, Annette [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=63d3e2eae9c4acba2609baa90b0f735-Guiseppi-El]; Thompson, Stephen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e956e9d4205945e99506851a314a99d3-Thompson, Stephen]; Hautajarvi, Mary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=13de2cc941a14aa7a53ea49968d1c489-Hautajarvi, Mary]; Adkins, Norman [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=bc83a778bbf74e258ac90e183200ff4f-Adkins, Nor]; Milbeck, Regina [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=516248222af94f8d1b522fbd3796f9-Milbeck, Regina]; Schultz, Laurel [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=cc76b958201843b1a3f11a7e8d3c1d74-Schultz, Laurel]
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Subject: Aligning FTE
Attachments: CCTE Output Product and Budget with FTE sheet good.xlsx

Hi all,

Per our discussion in the CCTE Senior Managers meeting, please see attached spreadsheet for CCTE Division review and input. Four sheets are included 1) FTE sheet -provides CCTE staff names and amount of FTE dedicated to each Research Area. Each staff person has 1 FTE of time. 2) Listing of FTE ORM/OPARM provided us. On this spreadsheet, 1 person could have more than 1 FTE. You can see which FTEs were identified as under/over subscribed. 3) Listing of Outputs, Products, Output Leads, Product Leads and Budget and 4) Summary of budget by CCTE Division. For this exercise, update Sheet 1, each **Division needs to review their staff and alignment with Research Program and Research Areas listed on Sheet 1 titled "FTE"**. Please review and do the following by November 15:

- Review to double-check staff are aligned with the appropriate Research Area. If there is not a Research Area, please add (should be red text identifying that it is missing). It is estimated that CCTE Branch Chiefs will spend 50% of their time on RAP related products and 50% on management tasks. Administrative staff should have "Admin" as their Program.
- In column "J" and "K", add output and product information for each staff person. We have listed if they are an Output or a Product lead and which output and/or product they are leading to help with this exercise.
- Add a line if you know a person is working on a PIP, RARE, or RESES. In column "L" Notes, add what other projects such as RARE, RECES, PIP, Technical support the person is working on. Do not worry about putting FTE time. Just list which RARE, RECES, PIP they are supporting.
- Time period is FY20, but it is ok to work on outyear Products
- Only use multiples of 0.05 FTE
- If you need to delete a line, do strikethrough (don't actually delete)
- Email back (one FTE sheet per Division) to Monica Linnenbrink and Rebecca Daniels or upload to the RPIS review Sharepoint available [here](#) by November 15.

Let us know if anyone has any questions. Apologies for the short turn around time and for being patient as we gather this information using less than ideal data and systems.

Monica

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